



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date Nov. 10, 1976	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received NOV 16 1976	Application No. 77-47	Date Completed JAN 13 1977
3. AGENCY, Division, Subdivision & Administering Office Address Office of Comptroller General Insurance Department-Rating Division, 7 Hunter Street Building, Room 248		4. Person to Contact Howard S. Gibson		
		5. Working Title Assistant Deputy	6. Tel. No. 656-2093	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
1967--Present

9. Exact Series Title
Rate Examination Report File

10. What is the function of the office in which this record series is created?
The Comptroller General determines that state-appropriated funds are paid to and deposited with the State Treasurer within the sums provided by law. The Comptroller General also regulates insurance companies their agents and operations; regulates industrial loans of less than \$2,500; and oversees the enforcement of the State's fire safety laws and mobile home sales regulations.

The Insurance Division supervises and Examines insurance companies and agents; collects premium taxes; approves policy forms and rates and administers insurance related laws. The Division also licenses agents and companies and investigates consumer complaints.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Examining Insurance Companies' records to determine compliance with the Open Competition Rating Law, Georgia Insurance Code 56-5 amended.

Included are: Rate Examination Reports and related correspondence.

File is arranged alphabetically by name of insurance company; thereunder chronologically by calendar year.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				2.3	4.6
Legal-size File Drawers	11	22	Floor Space Occupied (Square Feet)	In Office(s) 15	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	5	5
				5	5
				5	5

13. Is this the Record Copy of the series?

 $[X] \quad [\quad]$

14. Is there a duplication of this series in another office or agency?

[1] [8]

copy to company

15. Is the information contained in this series ever summarized or published?

[] [X]

Attach copy of summary or publication.

16. Does the series contain classified information requiring security handling?

☐ ☒

17. Does the series initiate, amend or terminate agency policies and procedures?

[X] []

18. Could the function be performed if the files were lost or destroyed?

X []

19. Is the series (or major portion of it) regularly microfilmed? If yes, why?

☒

20. Does the record series provide data as input to an EDP file?

[] [X]

21. Does the record series contain documentation produced as EDP printout?

$$\begin{bmatrix} \cdot \\ \cdot \end{bmatrix} \begin{bmatrix} x \end{bmatrix}$$

22. Has the Federal Government issued instructions governing the retention/disposition of these files?

☐ ☒

23. Will there be a need for these records 10, 15 years from now? If yes, what?

$$: [\quad] \quad [\mathbf{x}]$$

24. REQUIREMENTS. The following requires the files to be kept 10 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Examination period of each individual insurance company by this Division is 3 -- 4 years.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

[] Hold in the current files area month(s)/ 4 year(s):

[] Transfer to ☒ State Records Center [] Local Holding Area; hold 6 year(s):

~~Destroy.~~

[] Transfer to State Archives for permanent retention.

Destroy immediately after cut-off.

[] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Archives determines historical significance of 10 years.

Records Management Officer (Signature) <i>Fred Crickerson</i>		Date 11-15-76	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee		<i>W. B. [Signature]</i>	11/10/76
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	State Auditor/Designee		<i>[Signature]</i>	1-12-77
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
STATE RECORDS COMMITTEE	Secretary of State/Designee		<i>Carroll Hart</i>	1-12-77
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Attorney General/Designee		<i>Robert [Signature]</i>	1-12-77
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			